

TAB

MS 1592

16 APR 1958

Copy 2 of 4

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Reorganization - Public Works Branch [REDACTED]

25X1A6b

- REFERENCES:
- (a) Task Force Committee report by Office of Logistics, July 1957 re Public Works Organization
 - (b) Engineering Study and Evaluation, Public Works Organization, 3 March 1958 by Maintenance Division, [REDACTED]

25X1C4a

25X1A6b

1. It is requested that the Public Works Branch, [REDACTED] be reorganized to include a Controlled Maintenance function and necessary manpower based upon standard statistical staffing criteria. It is only through the implementation of Maintenance Management procedures that it is possible to apply sound management principles to this organization's Public Works function. The present Public Works organization does not provide for Maintenance Management.

2. Two independent studies of this organization have been made. Reference (a) recommends the formation of a Maintenance Control Unit and the establishment of a Cost Accounting System for Public Works management purposes. Reference (b) reflects experience acquired in implementing Controlled Maintenance at twenty-two [REDACTED] activities in the [REDACTED] and provides guidance in Controlled Maintenance procedures modified to conform to an Activity of this size. Reference (b) recommends a Public Works Department of ninety-eight (98) positions not including the Public Works Officer position and the janitorial function and without regard to responsibilities in support of training. Our proposal recommends a Public Works Branch of ninety-nine (99) positions including the Public Works Officer position, support of training, the janitorial function and the establishment of Maintenance Management and Control.

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3. There are now eighty-five (85) positions allotted to the Public Works Branch (See Tab B) with a gross base salary cost of approximately \$420,764.00. The establishment of Maintenance Management will require changes within our present Table of Organization as follows:

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JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC NO. [REDACTED] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: IS 8 (C) REL. JUST. 22
NEXT REV DATE 10 REV DATE 10/1/58 REVIEWER 6/15 TYPE DOC. 22
NO. PGS 6 CREATION DATE [REDACTED] ORG COMP 11 OF 30 ORG CLASS. S
REV CLASS. REV COORD. [REDACTED] AUTH: HR 704

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a. The establishment of a Maintenance Control Section to include the positions of:

Maintenance Engineer	1
Planner and Estimator/Inspector	2
Engineering Aid	1
Draftsman	1

b. The establishment of an Administrative Section to include the positions of:

Administrative Assistant	1
Accounting Clerk	1
Secretary	1
Clerk-Typist	1

c. In addition, the Maintenance and Utilities Section should be modified by the establishment of a Metal Trades Shop in order that the duties and responsibilities of the Utilities Section may be performed more efficiently under the principles inherent in the proposed system. These principles are continuous inspection, preventive maintenance, planning and scheduling, and reporting. The operation and preventive maintenance of all service utilities and installed equipment will be performed by the Utilities Section with little reference to the Maintenance Control Section as to scheduling. The Metal Trades Unit will perform repair work, alterations and minor improvements generated by inspection, requests of the training complement, and other customer requests planned and scheduled by the Maintenance Control Section.

4. The Table of Organization proposed under Tab D will require an allotment of ninety-nine (99) positions and a gross base annual salary cost of approximately \$497,042.00. This amounts to a salary expenditure increase of approximately \$76,000.00. However, the effective implementation of the proposed Maintenance Management System will improve production and performance and should result in savings

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well over this amount. Under the present organization we have manpower without adequate technical guidance, procedures, policy, space and equipment. Effective implementation of Maintenance Control procedures will result in:

a. Work generation through regular inspection and planning rather than "breakdown maintenance".

b. Better staff organization and planning of work which will mean increased production per employee.

c. Improvement in the quality of supervision.

d. An improved technical reporting system which will provide a basis for efficient self-regulation and control of station maintenance and produce accurate and meaningful data for budget estimates and developmental planning.

5. The proposed staffing pattern (Tab D) is based on work measurement criteria, recommendations of the two independent studies (reference (a) and (b)), the current level of base maintenance, and the experience and observation of the Public Works Officer at this Station. These factors have been tempered by the realization that there exists a continuing ceiling problem which must also be given serious consideration. It is expected that criteria generated by effective implementation of Maintenance Management and Control procedures will provide justification for further changes and improvements and will provide the mechanism for assessing future personnel requirements based on the Branch's capabilities in relation to requirements of the base mission. For example, data provided by this system may be used to determine the feasibility of contracting additional functions which would allow for a possible future decrease in the number of Table of Organization positions. Additional positions requested are necessary for the implementation of the Maintenance Management System. It is expected that these can be made available from the 32 positions to be deleted from the [REDACTED] T/O as a result of the contract for operation of base cafeterias now being negotiated.

25X1A6b

SIGNED

MATTHEW BAIRD
Director of Training

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TAB

25X9A2

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STAFFING:

The current staffing of the Public Works Department is shown below:

<u>POSITION TITLE</u>	<u>POSITION GRADE</u>	<u>NUMBER OF SLOTS</u>
<u>Public Works Office</u>		
Maintenance Engineer	GS-12	1
Engineering Aid	GS-09	1
Secretary-Steno	GS-06	1
Clerk-Typist	GS-04	1
		<u>4</u>
<u>Motor Pool Section</u>		
Garage Supt.	WBS-09	1
Auto Mechanic	WB-18	1
Auto Mechanics	WB-15	3
General Mechanic	WB-08	1
Motor Veh. Disp.	GS-05	1
Truck Drivers	WB-08	4
		<u>11</u>
<u>Maintenance Section</u>		
Maintenance Supt.	WBS-11	1
Adm. Serv. Asst.	GS-06	1
		<u>2</u>
<u>Utilities Unit</u>		
Maintenance Foreman	WBS-09	1
Elec. Linemen	WB-17	1
Electrician	WB-15	1
General Mechanics	WB-17	2
General Mechanic	WB-08	1
Steamfitter	WB-15	1
Opr. Eng-Gen. Util.	WB-15	1
Opr. Eng-Steam	WB-15	1
Opr. Eng-Steam	WB-15	2
Opr. Eng-Steam	WB-15	7
		<u>17</u>

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POSITION TITLE

POSITION GRADE

NUMBER OF PLTS

Buildings Unit

Maintenance Foreman
Carpenter
Carpenters
Painter
Painters
General Mechanic
General Mech. Helpers

WB-08
WB-15
WB-13
WB-14
WB-12
WB-08
WB-05

1
1
3
1
3
1
2

12

25X1A9a

25X1A9a

(E)

Grounds Unit

* Roads Grounds Foreman
Roads Grounds Foreman
General Mechanics
General Mech. Helpers
Laborers
Laborers

WB-05
WB-03
WB-08
WB-05
WB-04
WB-03

1
1
2
2
2
7

25X1A9a

25X1A9a

(Admin. Unit)

1 vacancy

Roads Grounds Foreman
General Mechanics
General Mechanic's Helpers
Laborer
Laborers

WB-03
WB-08
WB-05
WB-04
WB-03

1
2
4
1
5

20

Janitorial Unit

Laber Foreman
Laber Foreman
Laborer
Laborers
Maid

WB-04
WB-01
WB-04
WB-03
WB-02

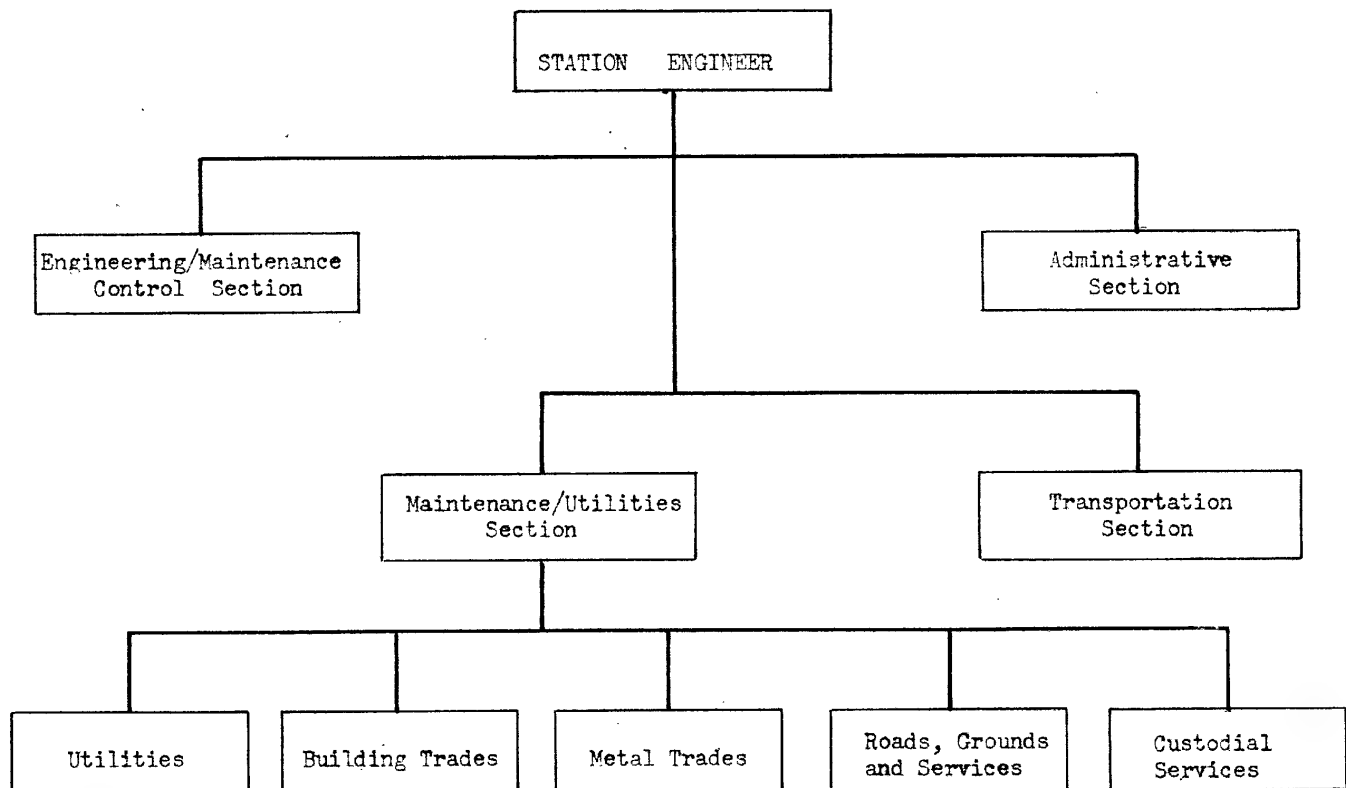
1
1
1
6
1

10

TOTAL - - - - - 85

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PUBLIC WORKS DEPARTMENT

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SECRET

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PROPOSED T/O:

(GRADES & INCUMBENTS)

* - ADDITIONS
** - PROPOSED CHANGES
AND

POSITION TITLE

POSITION GRADE

NUMBER OF SLATS

Office

Engineer

GS-13

**

Administrative Section

Admin. Asst.

GS-09

*

Sec-Steno.

GS-06

Asst. Clerk

GS-07

*

Clk-Typist

GS-04

*

Maintenance Control

Plant Engineer

GS-12

*

Planner/Estimator

GS-10

*

Planner/Estimator

GS-10

*

Eng. Aid

GS-09

Draftsmen

GS-09

*

Maintenance Section

Supervisor

WB-11

Shop Planner/Asst. Sup.

WB-09

**

Clark-Typist

GS-04/5

Building Trades Unit

Supervisor

WB-08

Carpenter

WB-15

Carpenter

WB-14

**

Carpenter

WB-14

**

Carpenter

WB-14

**

Carpenter

WB-14

*

Painter

WB-14

Painter

WB-12

Painter

WB-12

Painter

WB-12

Mason

WB-16

*

Gen. Mech.

WB-12

*

Gen. Mech.-Carp Helper

WB-05

Gen. Mech.-Carp Helper

WB-05

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Metal Trades Unit

Supervisor	WB-08
Electrician	WB-15
Electrician	WB-15
Plumber/Pipefitter	WB-17
Plumber/Pipefitter	WB-15
Machinist	WB-15
Gen. Mech.	WB-12

*

*

7

Utilities Unit

Supervisor	WB-08/9
Electrician (Line)	WB-17
Electrician (Line)	WB-15
Electrician/Refrig./Gench	WB-15
Steamfitter	WB-15
Pipefitter	WB-15
Operator (Pumping Plant)	WB-15
Operator (Heating Plant)	WB-15
Operator (Heating Plant)	WB-13/15
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12
Operator (Heating Plant)	WB-10/12

*

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17

Roads, Grounds, Services Unit

Supervisor	WB-08
Foreman	WB-07
Heavy Equip. Opr.	WB-09
Heavy Equip. Opr.	WB-09
Heavy Equip. Opr.	WB-09
Heavy Equip. Opr.	WB-09
Truck Driver	WB-06
Truck Driver	WB-06
Truck Driver	WB-06
Truck Driver	WB-06
Pest Control	WB-12
Laborer	WB-04
Laborer	WB-04
Laborer	WB-04
Laborer	WB-04
Laborer	WB-04
Laborer	WB-04
Laborer	WB-04

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SECRET

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<u>POSITION TITLE</u>	<u>POSITION GRADE</u>	<u>NUMBER OF SLOTS</u>
<u>Head, Grounds, Services Unit (Continued)</u>		
Laborer	WB-04	**
Laborer	WB-04	**
Laborer	WB-04	**
Laborer	WB-04	**
Laborer	WB-04	**
Laborer	WB-04	**
		<hr/> 24
<u>Janitorial Unit</u>		
Supervisor	WB-05	**
Foreman	WB-01	
Laborer (Janitorial)	WB-04	
Laborer (Janitorial)	WB-03	
Laborer (Janitorial)	WB-03	
Laborer (Janitorial)	WB-03	
Laborer (Janitorial)	WB-03	
Laborer (Janitorial)	WB-03	
Maids	WB-02	
Maids	WB-02	
		<hr/> 10
<u>Transportation Section</u>		
Supervisor	WB-10	**
Mechanic - Auto	WB-16/18	
Mechanic - Auto	WB-15	
Mechanic - Auto	WB-15	
Mechanic - Auto	WB-15	
Mechanic - Gen	WB-15	**
Dispatcher	WB-07	**
Truck Driver	WB-08	
Truck Driver	WB-08	
Truck Driver	WB-08	
Truck Driver	WB-08	
Mech. Helper	WB-09	
Mech. Helper	WB-09	
Mech. Helper	WB-05	
		<hr/> 14

TOTAL POSITIONS - - - 99

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TAB

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Functional Chart

TAB

Organization - Contracts - Planning -
Administration - Supervision - Liaison -
Training Program -

~~ASSISTANT ENGINEER OFFICE~~

~~Direction / Coordination of Daily Operations -
Acting I.W.C. - Review & Evaluation - Special
Assignments - In Training -~~

(FUNCTIONS ABSORBED BY
MAINT. CONTROL & ADMN. SELTS.)

MAINTENANCE SECTION

Plant Inventory - Maint. Scheduling - Inspection & Scheduled
Inspection - Work Description - Identification - Work
Generation - Job Planning & Scheduling - Coord. Scheduling -
Maint. Mfr. Reports & Evaluation - Facilities History,
Inventory, Catalog & Identification - Drafting & Specifications -
Contract Isss., Iss. & Inspections -

ADMINISTRATIVE SECTION

Office Services -
Cost Accounting -
Contract Control
Reports -

MAINTENANCE SECTION

Shop Scheduling - Personnel Utilization -
Work Accomplishment - Work Quality -
Improvement of Techniques - Material
Coordination -

Plant Maintenance - Utilities Operation -
Repair, Alteration, New Construction
Incident in Maintenance - I.W.C. Operator
Inspection - Refuse Disposal - Pest
Control - Janitorial Services -

MAINT. T.O.P.

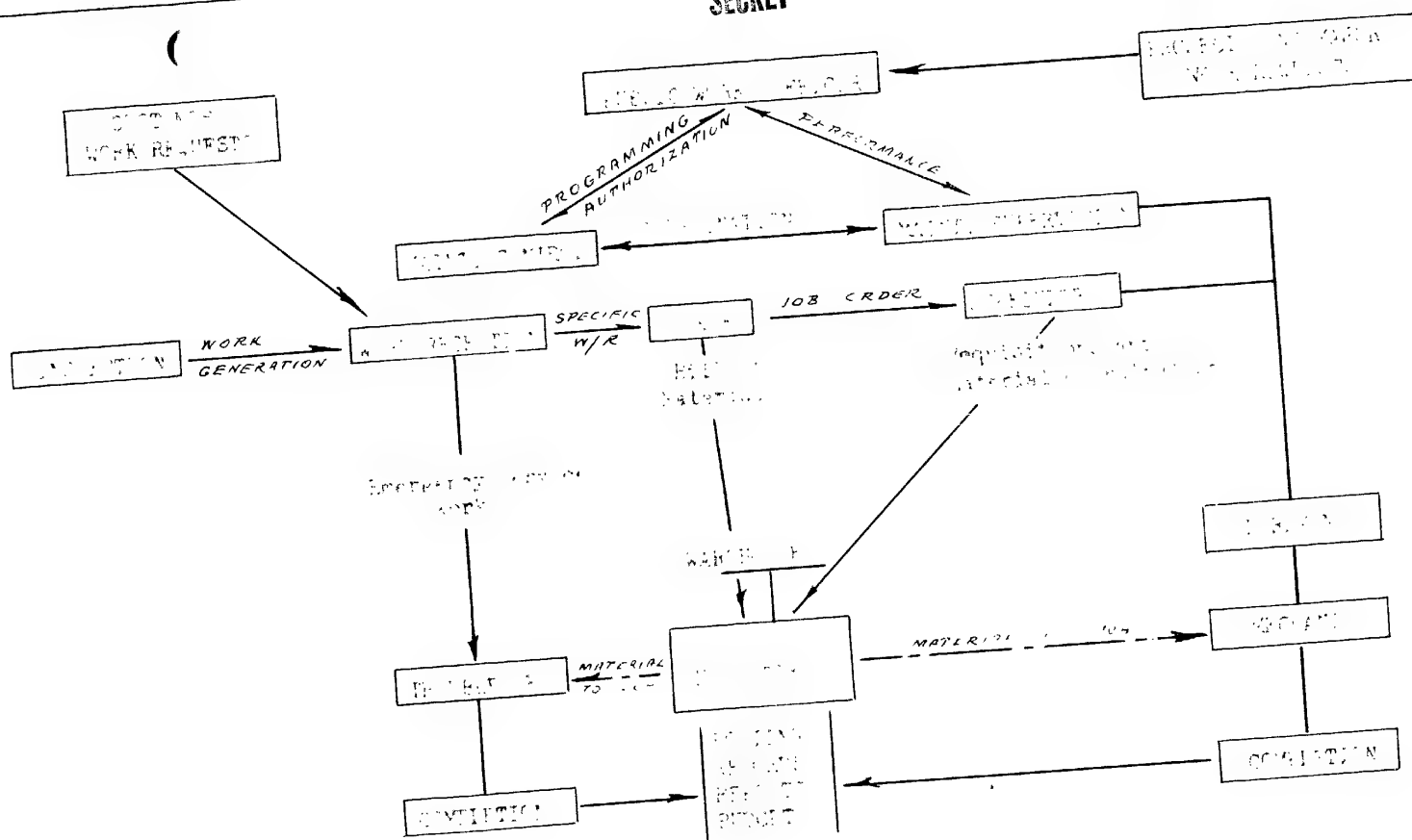
Processing Bills of Material
& Requisitions - Types
Requisitions - Stocks Re-
curring Items - ReOrders -
Stores and use Materials by
Job Order - Central Issue
Point for Public Works -
Pests Reports & Issues -
Material Coordination -
Expediting -

TRANSPORTATION SECTION

Operation, Assignment,
Maintenance, Repair, Servicing
& Dispatching Automotive
Vehicles - Maintenance,
Repair, Servicing Heavy &
Miscellaneous Equipment -

PUBLIC WORKS
FUNCTIONAL CHART

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TAB

Summary of Proposed Changes

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Office of Training**Public Works Branch**

Position Number	Title of Position	Present Grade	Proposed Grade	Addi- tion	Dele- tion	Remarks
PUBLIC WORKS OFFICE						
U631	Engineer	GS-0805.01-12	GS-0805.01-13			" See Pos. Description
U1145	Eng Aid	GS-0802.01-09			X	1 Transfer to Maint. Control Sec.
U1173	Sec-Steno	GS-0318.01-06			X	2 " " " Adm Section
U1312	Clk-Typist	GS-0322.01-04/5			X	3 " " " Maint/Util Sect.
ADMINISTRATIVE SECTION						
	Adm Asst		GS- -09	X		New Section-see Functional Ch.
	Acct Clk		GS- -07	X		b See Pos. Description
	Sec-Steno	GS-0318.01-06		X		c " " "
	Clk-Typist		GS-0322.01-04	X		d Transfer from U1173 P.W. Ofc
MAINTENANCE CONTROL SECTION						
	Plant Eng		GS- -12	X		Rev - See Functional Chart
	Planner/Estimator		GS- -10	X		e See Pos. Description
	Planner/Estimator		GS- -10	X		f " " "
	Draftsman		GS- -09	X		g " " "
	Eng Aid	GS-0802.01-09		X		h From P.W. Ofc U1145
MAINTENANCE/UTILITIES SECTION						
U866	Supervisor	WBS-4245.01-11				No change
	Shop Planner/Asst Suprv		WBS- -09	X		i From U1298 - See Pos. Descr.
	Clk-Typist		GS-0322.01-04/5	X		j From P. W. Ofc U1312
U1298	Adm Serv Asst	GS-0301.09-06			X	k To Shop Planner/Asst Suprv
BUILDING UNIT						
U868	Supervisor	WBS-4245.01-08				No change
U486	Carpenter	WB-4215.01-15				No change
U487	Carpenter	WB-4215.01-13	WB-4215.01-14			Consistent
U487.01	Carpenter	WB-4215.01-13	WB-4215.01-14			with
U487.02	Carpenter	WB-4215.01-13	WB-4215.01-14			local rates
	Carpenter		WB-4215.01-14	X		l Increased work load
U1203	Mechan		WB- -16	X		m See Pos. Description
	Gen. Mechanic	WB-2435.01-08	WB- -12	X		n " " "
All others no change						

25X1A9a

Summary of Proposed Changes

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Office of Training
Public Works Branch

Position Number	Position Title	Present Grade	Proposed Grade	Addi- tion	Dele- tion	Remarks
METAL TRADES UNIT						
	Supervisor	WB-4225.01-08	WB-4225.01-15	X		New Unit - See Functional Chart
	Electrician	WB-4225.01-15	WB-4225.01-15	X		5* From Ads. Grade Fore U1206
	Electrician	WB-4225.01-15	WB-4225.01-15	X		6 From Util Unit U482
	Plumber/Pipefitter	WB-4225.01-15	WB-4225.01-15	X		2 Additional workload
	Plumber/Pipefitter	WB-4225.01-15	WB-4225.01-15	X		7 From Util Unit U1186
	Machinist	WB-4225.01-15	WB-4225.01-15	X		10 From Util Unit U1186 ?
	General Mechanic (Metal)	WB-4225.01-15	WB-4225.01-15	X		8 From Util Unit U1146
						9 From Ads. Grade U1204
UTILITIES UNIT						
U867	Supervisor	WB-4225.01-09	WB-4225.01-08/9			Consistent with Unit Supervisors
U632	Elec (Line)	WB-4220.01-17	WB-4220.01-15	X		No change
	Elec (Line)	WB-4225.01-15				k Safety & workload-see Pos. Descr.
U482	Electrician	WB-4225.01-15				X 6 To Metal Trades Unit
U1146	Gen Mechanic	WB-4235.01-17				X 8 " " " "
U1186	Gen Mechanic	WB-4235.01-17				X 7 " " " "
U1125	Gen Mechanic	WB-4235.01-08				X 10 " " " " (Pipefitter)
U813	Op Eng/Gen Util	WB-4430.01-15				X 11 To Operator Pumping Plant
	Steamfitter	WB-4280.01-15				No change
	Pipefitter	WB-4280.01-15	WB-4280.01-15	X		l From Gen Mechanic U1125 ? No? (from 1)
	Elec/Refrg/Bench	WB-4280.01-15	WB-4280.01-15	X		m
	Opr (Pumping Plant)	WB-4430.04-13	WB-4430.04-10/12	X		11 From Op Eng/Gen Util U813
U561	Opr. Eng (Steam)	WB-4430.04-13	WB-4430.04-10/12	X		X 12 To Operator Heating Plant
U561.01	Opr. Eng (Steam)	WB-4430.04-13/15	WB-4430.04-10/12	X		X 13 " " " "
U561.02	Opr. Eng (Steam)	WB-4430.04-13/15	WB-4430.04-10/12	X		X 14 " " " "
U562	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 15 " " " "
U562.01	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 16 " " " "
U562.02	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 17 " " " "
U562.03	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 18 " " " "
U562.04	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 19 " " " "
U562.05	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 20 " " " "
U562.06	Opr. Eng (Steam)	WB-4430.04-10/12	WB-4430.04-10/12	X		X 21 " " " "

Summary of Proposed Changes

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Office of Training
/Public Works Branch

Position Number	Title of Position	Present Grade	Proposed Grade	Addi- tion	Dele- tion	Remarks
UTILITIES UNIT (Continued)						
U 562	Opr. Heating Plant	WB-	-10/12	X		15 Transfer from
1	Opr. Heating Plant	WB-	-10/12	X		16 U562
2	Opr. Heating Plant	WB-	-10/12	X		17 through
3	Opr. Heating Plant	WB-	-10/12	X		18 U562.06
4	Opr. Heating Plant	WB-	-10/12	X		19 Util Unit
5	Opr. Heating Plant	WB-	-10/12	X		20 and change
6	Opr. Heating Plant	WB-	-10/12	X		21 of title.
	Opr. Heating Plant	WB-	-15	X		13 From U561.01
	Opr. Heating Plant	WB-	-13/15	X		14 From U561.02
	Opr. Heating Plant	WB-	-10/12	X		15 From U561
ROADS, GROUNDS & SERVICES UNIT						
	Supervisor		WBS-	-08	X	Was Grounds Unit
U869	Rds. Grnds Foreman	WBS-4245.01-05	WBS-4245.01-07			12 From Rds. Grnds Fore U870
U870	Rds. Grnds Foreman	WBS-4245.01-03				See Position Description
U1206	Rds. Grnds Foreman	WBS-4245.01-03				X 14 To Supervisor Rds & Grnds
	Heavy Equip. Opr.		WB-	-09	X	X 5 To Metal Trades Suprv.
	Heavy Equip. Opr.		WB-	-09	X	24 From Helper U1204.02
	Heavy Equip. Opr.		WB-	-09	X	25 From Helper U1204.03
	Heavy Equip. Opr.		WB-	-09	X	26 From Helper U822
	Truck Driver		WB-	-06	X	27 From Helper U822.02
	Truck Driver		WB-	-06	X	28 From Helper U822.03
	Truck Driver		WB-	-06	X	29 From Helper U822.04
	Truck Driver		WB-	-06	X	30 From Helper U822.05
	Pest Control		WB-	-12	X	31 From Helper U822.06
U1205	Laborer	WB-4805.01-04				32 From Gen Mechanic U1204.01
U495	Laborer	WB-4805.01-03	WB-	-04		No change
U495.01	Laborer	WB-4805.01-03	WB-	-04		U495 through
U495.02	Laborer	WB-4805.01-03	WB-	-04		U495.07
U495.03	Laborer	WB-4805.01-03	WB-	-04		see
U495.04	Laborer	WB-4805.01-03	WB-	-04		Position
U495.05	Laborer	WB-4805.01-03	WB-	-04		Description
U495.06	Laborer	WB-4805.01-03	WB-	-04		
U495.07	Laborer	WB-4805.01-03	WB-	-04		

Office of Training
Public Works Branch

Position Number	Position Title	Present Grade	Proposed Grade	Addi- tion	DELE- tion	Remarks
ROADS, GROUNDS & SERVICES UNIT (Continued)						
U495.08	Laborer	WB-4805.01-03	WB-	-04		U495.08
U495.09	Laborer	WB-4805.01-03	WB-	-04		through U495.11
U495.10	Laborer	WB-4805.01-03	WB-	-04		see Position
U495.11	Laborer	WB-4805.01-03	WB-	-04		Description
U1205.01	Laborer	WB-4805.01-04			X 32	To Transportation Section
U1205.02	Laborer	WB-4805.01-04			X 33	To Transportation Section
U1204	Gen Mechanic	WB-4235.01-08			X 34	To Metal Trades
U1204.01	Gen Mechanic	WB-4235.01-08			X 31	To Pest Control
U1204.02	Gen Mechanic	WB-4235.01-08			X 34	To Heavy Equip Opr.
U1204.03	Gen Mechanic	WB-4235.01-08			X 34	To Heavy Equip Opr.
U822	Gen Mech Helper	WB-4235.01-05			X 33	To Heavy Equip Opr.
U822.02	Gen Mech Helper	WB-4235.01-05			X 30	To Heavy Equip Opr.
U822.03	Gen Mech Helper	WB-4235.01-05			X 37	To Truck Driver
U822.04	Gen Mech Helper	WB-4235.01-05			X 36	To Truck Driver
U822.05	Gen Mech Helper	WB-4235.01-05			X 39	To Truck Driver
U822.06	Gen Mech Helper	WB-4235.01-05			X 30	To Truck Driver
JANITORIAL UNIT						
U1132	Labor Foreman	WBS-4805.01-04	WBS-	-05		See Pos. Description
U495.24	Laborer	WB-4805.01-03			X 34	To Maid
	Maid		WB-4050.01-02		X 34	From Laborer U495.24
All others no change						
TRANSPORTATION SECTION						
U873	Supervisor	WBS-4420.01-09	WBS-	-10		Was Motor Pool Section
U874	Auto Mechanic	WB-4205.01-18	WB-	-16/18		See Pos. Description
U1211	Gen Mechanic	WB-4235.01-08	WB-	-15		In line with local pre- vailing wage
U872	Dispatcher	GS-2151.01-05	GS-	-07		See Pos. Description
	Mech Helper		WB-	-09	X 3	See Pos. Description
	Mech Helper		WB-	-09	X 3	From Rds & Grnds U1205.01
	Mech Helper		WB-	-05	X 3	From Rds & Grnds U1205.02
All others no change.						
TOTAL ADDITIONS AND DELETIONS:				48	34	

TAB

(S) (U) (1-1)

25X1A6b

POSTAGE: DEFENSE/WORK - Engineer Officer, 31-11, [REDACTED]

1. The Engineer is responsible to the Commanding Officer for the organization, administration, supervision and training of the Public Works Branch.

2. The Public Works Branch is charged with:

(a) Maintenance management of the physical plant including:

(1) Real property and installed equipment inventory and inspection.

(2) Maintenance, repairs, alteration and improvement of station facilities and

(3) Operation of utilities and services.

(b) Support of training including procurement of training aids, restoration of training facilities, special assignments and construction, conduct of training classes in fields related to engineering and public works.

(c) Closest administration of contracts under \$2500 for which the Commanding Officer is Contracting Officer and administration and inspection of larger contracts according to the specific authorities delegated from Headquarters to the Commanding Officer.

(d) Operation, assignment, maintenance and repair of transportation vehicles and initiation of procurement and disposal action on same.

(e) Operation, maintenance and repair of construction and miscellaneous equipment.

(f) Construction project planning and programming.

(g) Maintain up to date maps, drawings and records of all facilities including underground installations for engineering, maintenance and evaluation purposes.

(h) Real property reports.

(i) Special programs such as erosion control, utilities conservation and pest control.

3. In the performance of his duties the Engineer Officer conducts liaison with his counterparts at Headquarters, [REDACTED] nearby municipalities and various commercial firms.

4. With the consent of the Commanding Officer the Engineer
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Headquarters and commercial concerns as is necessary to the performance of his functions.

25X1C4a

SECRET

5. Prepares special reports on maintenance and new construction portion of budget requirements.

6. Maintenance and operational functions are carried out in accordance with accepted plant management procedures including budgeting, planning and scheduling, work generation, authorization and accomplishment, cost control and accounting, management reports and evaluation.

7. The incumbent continuously evaluates the performance of his organization based on management reports and personal observation and recommends organizational realignment, increase or decrease to the Commanding Officer.

8. The incumbent should be well grounded in basic maintenance engineering techniques, and should have had prior supervisory experience over groups of at least 50 employees. A background of industrial, civil or mechanical engineering or a combination thereof is essential.

9. The incumbent should have a degree in one of the above listed branches of engineering and three (3) years experience in maintenance of a comparable size plant; or seven (7) years of closely related experience.

SECRET

S-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Administrative Assistant GS-9
Administrative Section

Plans and recommends administrative programs and policies for directing execution of work in accordance with recommendations and approval of the Public Works Officer. Interprets policy directives and procedural guides in coordinating the administration of Public Works and Public Utilities. Responsible for preparation of budgets and other matters pertaining to finance of Public Works. Prepares financial reports and maintains records of obligations, and maintains obligation and allotment graphs. Provides stenographic services and maintains administrative files pertaining to Public Works functions, including manuals, directives and catalogs. Maintains appropriate personnel files regarding anticipated leave, rates of pay, etc. Receives and expedites work reception and provides proper job order number and accounting data. Evaluates and improves the efficiency of work accomplishment administratively. Manages public quarters and maintains appropriate files therefor.

S-E-C-R-E-T

S-E-C-R-E-T

PUBLIC WORKS BRANCH/[REDACTED]

25X1A6b

POSITION DESCRIPTION - Accounting Clerk
Administrative Section

Compiles data, prepares reports, costs up all job orders, prepares budget for maintenance funds, records all expenditures in Public Works, keeps cost of maintenance, repairs, alterations and improvements to all individual structures, roads and grounds, and facilities, and prepares statistical reports.

S-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Plant Engineer GS-12
Controlled Maintenance Section

Responsible for expeditious and accurate accomplishment of Public Works programs and plans pertaining to maintenance, operations, alterations, improvements, development and expansion of the activity, with line supervision over the Controlled Maintenance/Engineering Section; acts for and represents the Public Works Officer and assumes full responsibility of the Branch in his absence. Advises the Public Works Officer relative to organization, methods, and coordination of all maintenance work, special projects and new construction; preparation of technical correspondence; prepares plans and specifications for contracts and assists in the negotiation and administration thereof; will be assigned varied and complex assignments associated with special reports and programs of engineering, construction, or maintenance nature as promulgated.

S-E-C-R-E-T

S-E-C-R-E-T

25X1A6b

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION -- Planner and Estimator/Inspector GS-10
Controlled Maintenance Section

Inspects buildings and other structures, roads, walks, and other paved areas, electrical systems, including equipment, heating and ventilating systems, compressed air systems, plumbing, boilers and associated equipment, shop equipment, and various other items. Verifies that items inspected are in a good state of repair; or, if not, details deficiencies including necessary plans and sketches. Estimates material and labor requirements for alteration, conversion, installation, repair and construction of buildings, utilities, plant equipment, roads and other facilities. Initiates procurement of all materials required for each job. Prepares job orders, work orders or necessary requests for performance of work including time required, completion dates, workers required by trade and efficient sequence of operations as well as materials required at each stage. A general knowledge of all trades is required. Exercises personal judgment and initiative and works without close supervision.

S-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Draftsman GS-9
Controlled Maintenance Section

Responsible for developing detailed designs of moderate difficulty of mechanical, civil and electrical engineering projects. Drawings are prepared for alterations, revisions and additions to existing structures, including schematics, shop drawings, and field investigations required for maintenance repair of storm and sanitary sewage including catch basins, man holes, lift stations and septic tanks; concrete and asphalt roads, security fencing, and parking areas; electrical features of buildings and structures of various types; air field lighting, power and communication distribution systems, mechanical features of buildings and facilities, including such items as heating, refrigeration, air conditioning, plumbing, fuel oil, etc.

S-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION - Shop Planner/Scheduler WBS-9
Maintenance Section

Plans, routes, schedules, and progresses work throughout all shops in connection with the accomplishment of a specific job, projects, or alteration; acting as assistant to the Maintenance Superintendent and assuming full responsibility for the accomplishment of all work in his absence. Responsible for posting and revising all schedule boards throughout the shop area and obtaining necessary data on progress of all work for the purpose of keeping maintenance scheduling boards current. Responsible for planning the ensuing weeks' schedule of work and distributing schedules and job orders to the shop leadingmen. Schedules work for concurrent performance where possible, or in most effective sequence to insure required progress of shop operations. Analyzes material requirements of original estimates in order to determine commercial sizes needed, considers possibility of substituting materials, and initiates procurement of materials. Directs graded employees in certain clerical operations such as posting information on various control forms and boards, and releasing items to work centers. Responsible for recalling and closing out at work center level job orders.

E-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Mason, Brick and Stone - WB-16
Maintenance Section/Buildings Unit

Constructs, maintains, and repairs masonry structures of brick, stone, concrete block, hollow tile, firebrick, and similar materials. Spreads mortar, positions bricks and blocks, checks horizontal and vertical alignments, embeds reinforcing steel and other fixtures in masonry as appropriate, and provides for proper support or attachment of beams and other structures.

E-E-C-R-E-T

S-E-C-R-E-T

25X1A6b

PUBLIC WORKS BRANCH/[REDACTED]

POSITION DESCRIPTION - Supervisor Metal Trades WBS-8
Maintenance Section, Metal Trades Unit

Supervises and plans work to be performed by welders, plumbers/pipefitters, electricians and machinists. This work includes all types of work generally performed by each of these trades and requires overall knowledge of skills inherent in these trades. Responsible for the efficient performance of scheduled work in order to insure effective sequence of operations. Responsible for training subordinates, enforcing safety, fire and other regulations, maintains and executes necessary supervisory and disciplinary actions and records.

S-E-C-R-E-T

S-E-C-R-E-T

PUBLIC WORKS BRANCH/[REDACTED]

25X1A6b

POSITION DESCRIPTION - Operator (Pumping Plant) WB-15
Maintenance Section, Utilities Unit

Operates, cleans, and maintains water pumping and treating equipment to purify water for drinking and industrial purposes. Operates by hand, or through electric and pneumatic controls, the valves that control the effluent, influent, drain, back-wash and re-wash operations, and the air relief valves. Runs tests to determine the amount of free and residual chlorine in the water, the alkalinity, hardness, pH value, turbidity, taste, and odor of the water. Prepares necessary reports required.

Operates and maintains treating equipment used for settling, disinfecting, and disposing of sewage and industrial waste. Makes chemical tests of influent and effluent to determine pH values. Tests effluent for residual chlorine to insure that proper sanitation requirements have been met. Tests influent and effluent for settleable solids. Makes adjustments in operations and adding chemicals as necessary. Maintains all equipment in both plants, adjusting and making minor repairs, clearing obstructions as they occur and cleaning them when required.

S-E-C-R-E-T

25X1A6b

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION - Plumber/Pipefitter WB-15/17
Maintenance Section, Utilities Unit

Lays out, cuts, bends, assembles, and installs pipe, fittings, and fixtures to construct or maintain piping systems such as fresh water, hot water, salt water, sanitary drain, sewer pipe, fire protection sprinkler, fuel gas systems, systems connected with power plants, heating plants, turbines or hydraulic machinery. Locates leaks and obstructions, and repairs or clears them. Tests piping systems. Makes lead-wiped joints where appropriate.

S-E-C-R-E-T

S E C R E T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Roads and Grounds Supervisor - WBS-8
Maintenance Section/Roads and Grounds Unit

Supervises and plans sequence of all work performed in the repair, maintenance and new construction roads and upkeep and maintenance of grounds. This includes the proper selection of equipment required in order to accomplish the work efficiently and effectively. Responsible for training subordinates, enforcing safety, fire and other regulations. Maintains and executed necessary supervisory and disciplinary actions and records.

S E C R E T

S_E_C_R_E_T

25X1A6b

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION - Roads and Grounds Supervisor - WBS-7
Maintenance Section/Roads and Grounds Unit

Directs performance of work designated by his supervisor, of maintenance of grounds and roads throughout the activity. This work includes care and upkeep of grounds involving preparation of earth, seeding, cutting grass, removal of excess or unwanted vegetation, trims hedges, prunes trees and necessary work required to a generally good appearance of grounds. Responsible for the collection of garbage and trash; cleaning ditches, manholes and catch basins for storm drainage and excavations wherever required; pest control of grounds and structures both interior and exterior. The work involves the operation of all types of construction equipment required for repair and maintenance of all ground and road areas, such as, bulldozers, cranes, ditch diggers, graders, tractors (both crawler and wheel) and accessories therefor, and the proper manipulation of attachments in conjunction with signals received from diggers working on the ground.

S-E-C-R-E-T

PUBLIC WORKS BRANCH/[REDACTED]

25X1A6b

POSITION DESCRIPTION - Heavy Equipment Operator WB-9
Maintenance Section, Roads & Grounds Unit

Operates cranes, bulldozers, graders, road rollers, ditch diggers, loaders, carryalls, and similar equipment to excavate, level and move earth, grade roads, runways, and other areas, and load and transport heavy materials. Uses basic equipment to tow and operate various accessories and manipulates different sets of controls simultaneously in order to maneuver basic vehicle in coordination with working attachments. Selects and attaches hoisting and pulling gear for lifting, moving and positioning heavy machines, etc. Directs rigging gangs of laborers and helpers. Fabricates, installs, and repairs standing and running rigging and wire cable or fibre rope articles, such as slings, towing bridles, nets, rope ladders, etc. Performs operating maintenance on assigned equipment. Refuels, adds oil as necessary, lubricates moving parts, replaces minor parts, and inspects equipment for signs of wear and/or damage and replaces rigging, cable, rope, etc. when required.

S-E-C-R-E-T

S-E-C-R-E-T

25X1A6b

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION -- Truck Driver Heavy WB-6
Maintenance Section, Roads & Grounds Unit

Drives straight-in-line trucks of over 4 tons and up to and including 7½-tons, may operate various types of special purpose vehicles, such as, dump trucks, concrete-mixer trucks, wrecker trucks, Dempster dumpster trucks, involving operation of power take-off accessory equipment and multiple transmissions, and as an incidental or occasional duty, operate lighter or heavier vehicles than those designated above. Drives vehicles either on a specific trip basis or upon a regularly established schedule and route to transport material, equipment, and personnel.

S-E-C-R-E-T

PUBLIC WORKS BRANCH, [REDACTED]

25X1A6b

POSITION DESCRIPTION - Pest Control Operator - WB-12
Maintenance Section/ Roads & Grounds Unit

Identifies insect or rodent pests and takes appropriate control measures. Mixes insecticides. Determines likely areas of heavy infestation or breeding grounds and takes appropriate action, operating and maintaining various types of hand carried or vehicle mounted spraying, dusting or fog creating equipment to exterminate insects in both outside areas and in buildings.

S-E-C-R-E-T

25X1A6b

PUBLIC WORKS BRANCH/ [REDACTED]

POSITION DESCRIPTION - Automotive Mechanic Helper WB-9
Motor Pool/Garage Unit

Assists as directed in the maintenance, repair and reconditioning of motor vehicles as well as parts and assemblies such as generators, magnetos, starters, carburetors, chassis, etc., and makes actual minor repairs within the scope of his ability. Cleans up work areas, keeps mechanic supplied with tools and work materials and engages in joint operations with mechanic as instructed, including use of mechanic tools and machines on limited tasks.

S-E-C-R-E-T

PUBLIC WORKS BRANCH/ [REDACTED]

25X1A6b

POSITION DESCRIPTION - Mobile Equipment Dispatcher - GS-7
Motor Pool Section

Assigns passenger cars, trucks, buses, cranes, and other mobile equipment to specific work assignments upon approved requests and assigns qualified operators to the equipment. Assigns appropriate type and size of equipment on the basis of details of work requirements. Plans routings where appropriate. Maintains status records of vehicles and other equipment on hand. Insures that all equipment is properly outfitted prior to release for use. Schedules vehicles for regular maintenance checks and may occasionally operate equipment in temporary absence of regularly assigned personnel.